



BUSINESS BANKING ACCOUNT OPENING CHECKLIST

Thank you for your interest in opening a business account with Horizon Federal Credit Union.

Once your business has qualified for Horizon membership and you are ready to open an account, you will be required to fill out additional paperwork for Horizon.

Assistance with Business Registration can be obtained from the Pennsylvania Department of State – www.dos.pa.gov

Assistance with Tax Identification, Non-Profit, or Employer Identification Number filing can be obtained from the Internal Revenue Service – www.irs.gov

If you have any questions, visit your local branch or call 570.326.3636.

All documents must be fully executed, by all parties, and filed with the appropriate governmental body for registration.

Here is a list of documents, based upon your business type, that will be needed in the account opening process.

All Account Types (these documents are required along with documents specific to the business type)

- () Two forms of identification from each owner, officer, and signer
- () Proof of physical address for the business as well as each owner, officer, and signer
- () Fictitious Name Registration with the State of Pennsylvania.
 - . Acceptable proof of Fictitious Name Registration may include:
 - 1- Copy of your EIN Letter from the IRS (State Sales Tax form is not acceptable)
 - 2- A filed tax return or tax return prepared by an accountant showing EIN
 - 3- A W-9 completed and signed by an owner/officer of the company
- () Proof of Employer Identification Number (EIN) from the IRS (except for Sole Proprietor and Single Member LLC when using their Social Security Number as their Tax Identification Number. Acceptable proof of EIN may include:
 - 1- Copy of your EIN Letter from the IRS (State Sales Tax form is not acceptable)
 - 2- A filed tax return or tax return prepared by an accountant showing EIN
 - 3- A W-9 completed and signed by an owner/officer of the company
- () Meeting Minutes for all business types except Sole Proprietor and Single Member LLC. Acceptable proof of Meeting Minutes must include:
 - 1- Signed by an Owner/Officer/Member
 - 2- List the date of the meeting held
 - 3- Who is approved to open account/transact
 - 4- That the vote was held and motion passed to open with Horizon

Sole Proprietorship (Doing Business As)- All Account Types Documents are sufficient.

Limited Liability Company (both single member and multiple members)
() Certificate of Organization (aka LLC Agreement)

Limited Liability Partnership/Limited Partnership (LLP/LP)

- () Partnership Forms- acceptable proof may include:
 - 1- Registration LLP Form
 - 2- Filed Certificate of Limited Partnership Form



Corporations (S Corp/C Corp/and Non-Profits if it is organized as a corporation)

() Articles of Incorporation

Unincorporated Associations and Clubs

Some clubs and associations may be very informal such as a high school or family reunion account that it may not have a charter or bylaws. See Horizon Management with any questions or concerns.

() Charter or By-Laws

Some organizations may have one or the other and some may have both depending upon the type.

() Association Attestation

A letter written and signed by an officer of the association or club and must include the following:

- 1- Name of association or club
- 2- Date of acknowledgement
- 3- Title of officer signing acknowledgement
- 4- Statement that all members of the association or club are eligible for membership with Horizon Federal Credit Union through an existing member that is immediate family or that the member of the club or association lives, works, worships, attends school, or volunteers within the currently defined geographic field of membership.

Non-Profit

() Charter or By-Laws

Some organizations may have one or the other and some may have both depending upon the type.

() 501c Registration

Acceptable proof of 501c registration can be retrieved by an officer from the IRS -

<https://apps.irs.gov/app/eos/> and may include:

- 1- Completed and filed 990 IRS tax report
- 2- IRS Non-profit determination letter

Political Action Committee (PAC)

() Charter or By-Laws

() Letter signed by PAC member attesting to current and future candidacy's inability to access funds

() Fully executed Statement of Organization (aka FEC 1)

() Local Board of Elections PAC Name Registration Form